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29 AUG 1963

OFFICE OF LOGISTICS ACTIVITY LOG NO. 16-63

COMPLETED

1. Planning Staff prepared an unclassified checklist for use by   *PS item 2*
    Logistics personnel visiting field installations.

25X1A2D2

4. Rain caused considerable damage to four Agency buildings during   *LSD item 2*
    the 20 August storm.

5. Trial shuttle bus service between Headquarters and [   ]   25X1A6A
    was discontinued 23 August.   *LSD item 11*

6. The Office of Logistics was unable to provide special furnish-
    ings in the Broyhill Building due to the shortage of funds. *LSD item 14*

7. North Building was vacated on 12 August. *LSD item 19*

8. On 21 August Printing Services Division delivered [   ] the   25X1
    prototype apparatus to convert [   ] to offset *PSD item 1*   25X1
    printing.

9. The final inspection of the Vibration Test Laboratory [   ]   25X1A6A
    was held on 21 August.   *REVCD item 17*

10. The Office of Logistics concurred in an FE proposal to lease,
    for a period of three months, certain quarters for use by new
    arrivals[   ]   *REVCD item 50*

25X1A6A

11. A Guide-O-Matic train is in use [   ]. *SD item 3*   25X1A6A

25X1

GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A6A 12. [ ]

13. The FE Division Consolidated Table of Vehicular Allowances was reviewed, in coordination with the Transportation Division, and *TD item 2* reduced by 40 vehicles.

25X1A2D2 14. All [ ] logistics functions were transferred to JMWAVE.

15. The teletype machines in the Logistics Signal Center were modified to produce paper tape which can be utilized in the 501 computer. *AS/R&SB item 3*

16. The Procurement Division completed settlement action in 21 cases involving government furnished equipment and is in the process *PD item 10* of settling property statements in 58 additional cases.

CURRENT

25X1 17. [ ] *'s item 4*

18. Carpeting of the Auditorium is approximately 75 percent complete. *LSD item 8*

19. Logistics Services Division has curtailed some customer services due to a cutback in FY 1964 funds. *LSD item 10*

20. The Procurement Division has started crash procurement action for four additional [ ] *PD item 5* 25X1

25X1A6A 21. The Real Estate and Construction Division recommended that the contractor at [ ], not be declared in default at this time. *RE&CD item 11*

25X1A6A 22. [ ] was authorized to expend $100,000 for construction now being planned. *RE&CD item 14*

25X1A6A 23. [ ]

24. [ ] *:9*

25. The Office of Logistics prepared a reclama to the Comptroller through the DD/S requesting an increase of [ ] in Office of Logistics funds for FY 1964. *AS/B&FB item 1* 25X1A1A

26. The Office of Logistics requested that we be given a current listing of [   ] compiled by the Inspector General.

25X1

27. The Post Office Department was notified that Agency penalty mailings for FY 1964 will amount to $25,500, an increase of 40 percent over FY 1963.

25X1A2D2

28. [   ]

FUTURE

29. [   ] *item 7*

25X1A2D2

30. [   ] *item 10*

31. The Office of Logistics will participate in a seminar to be held [   ] on 10-14 September. *PS item 11*

25X1A6A

32. A final decision has not yet been made regarding installation of the [   ] disposal system. *LSD item 3*

25X1A

33. The decorator selected to redecorate the DCI suite will submit a proposed list of furniture and furnishings in the near future.

34. A Logistics/Communications team will go to [   ] in mid-September to select facility locations for the proposed Communications sites. *REVCD item 21*   25X1A6A

35. [   ] *item 41* 25X1A6A

36. Commencing 11 September, the Office of Logistics will conduct several one-day orientations for personnel returning from overseas. *AS/P&TB item 18*

[   ]

25X1A2D2

FOIAB3B

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